

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

CDPH, Accounting Section  
MS 1601, PO Box 997376  
Sacramento, CA 95899-7376



Employee Name	<u>Horton, Mark</u>
Expense Dates	<u>06/10/09-06/16/09</u>
Total Expense Amount	<u>1043.78</u>
Amount Due Employee	<u>762.58</u>
Form ID	<u>TEA000469355</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	06/10	Lodging	125.53	
2)	06/10	Taxi Fare	128.00	
3)	06/10	Taxi Fare	11.85	
4)	06/12	Commercial Air Fare	363.20	
5)	06/16	Taxi Fare	84.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved  
by: \_\_\_\_\_